

March 30, 2017

Mr. Todd Dumais
Town Planner
Town of West Hartford
Town Hall
50 South Main Street
West Hartford, CT 06107

RE: SDD #61-R1-17
95 South Main Street, West Hartford, Connecticut
Administrative Amendment Request Pursuant to Code 177-44 C (9)

Dear Mr. Dumais,

On behalf of the current Owner, South Main Street Realty Partnership to whom a Special Development District (SDD) approval established SDD #61-R1-01 for a request to change zone RP and SDD, and to amend Special Development District for the above referenced property, to include rear parcel and to construct a small parking lot addition thereon was granted by the West Hartford Town Council on October 9, 2001. Phase Zero Design, Inc. acting as authorized agent for McKenna Orthodontics, PC, the prospective buyer, and with the permission of South Main Street Realty Partnership, refer to enclosed authorization letter, dated March 17, 2017, are hereby requesting the Town Planner to approve an Administrative Amendment pursuant to section 177-44C (9) of the West Hartford Code of Ordinances and as detailed in the enclosed set of plans labeled, "SITE PLAN APPROVAL".

Approval by the Town Planner for a change in use from General Office to Dental Office use is required for the sale of the property to move forward Minor architectural changes required for the change of use and compliance with local and State Building Codes with regards to means of egress requirements are listed below:

1. Removal of existing center stairs providing access to basement, first and second floor levels is necessary to accommodate the proposed office layout for McKenna Orthodontics, PC. The existing stair run from the second to third floors will remain. Refer to plan 2/A101 for the proposed Dental Office layout of McKenna Orthodontics, PC.
2. A new egress stair tower providing access to the basement and second floor levels shall be constructed to the rear of the existing building. The new stair tower will provide employees access to the second floor office, and Owner and employees at McKenna Orthodontics, PC access to the basement level. Refer to 1/A101, 1/A201 & 2/A202 of the enclosed plans.
3. Access to the third floor level shall be limited to the Owner, only and shall be utilized as attic space.

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4. Roof at existing rear porch area to be extended with construction materials & finishes, matching existing, to the side wall of the to the new egress stair tower. Refer to exterior elevation at 1/A201 of the enclosed plans.
5. Removal of existing landscape (i.e., plants, trees, shrubs, rock walls, etc.) aside from a small area of the brick walk at the rear of the building is not required to accommodate the architectural changes shown in the enclosed plans.

No additional changes to the exterior of the existing building aside from those previously listed are required or proposed.

With regards to the operation of the Dental Office, the schematic layout of the proposed Dental Office (refer to sheet A101) shows two exam rooms, or Bays as they are labeled on the drawing. Each Bay has two exam chairs however both chairs in each Bay will not be occupied at the same time. The Dental Office has two Orthodontics, and each has their own Bay. McKenna Orthodontics, their professional name, has several office locations throughout the state of Connecticut, and the schedule is such that the Orthodontics will work at this office on different days. One chair in each Bay will be occupied by several patients throughout the day while the other chair remains idle. The idle chair is intended for emergency situations only. Regarding employee attendance, two maybe three employees work at the office on any given day and once a week up to four employees may work at the office.

An approved change of use at the first floor level is the primary objective with this submittal. The above details regarding the operation of the Dental Office are provided for your information as requested. Please notify me if additional drawings, and/or information is required. You may contact me on my cell at 781-454-5783 or email to sthomas@phasezerodesign.com.

Sincerely,

Phase Zero Design, Inc.



Shaughn K.W. Thomas
Associate

